

# **YORK/ADAMS DRUG & ALCOHOL PROGRAM**

## **OUTPATIENT TREATMENT SERVICES FUNDING PROTOCOL**

YADAP funds the outpatient level of care treatment services in six (6) month intervals. While YADAP does **not** require prior authorization for admission into the outpatient treatment level of care, for the contracted provider to activate and subsequently receive payment of said services, the following must transpire accordingly:

- I. **In the first session**, the contracted outpatient treatment provider **MUST**:
  - a. **Review & obtain client signatures on the following YADAP client forms:**
    1. **consent for contracted provider to release information to YADAP;**
    2. **Grievance & Appeal;**
    3. **Maximum Client Benefits**
    4. **TB Screening form; and**
    5. **Client Rights(\*the contracted provider may substitute their Client Rights version if it is comparable to the YADAP version; REMEMBER: it is the responsibility of the provider/LOC assessor to educate the client about their legal rights as a substance use disorder client);**
  - b. **Review & obtain client signature on contracted provider consent-to-release-information form for YADAP;**
  - c. **Rule out that any other treatment funding is available BEFORE introducing the YADAP funding option and activation of YADAP funding by:**
    1. **completing the YADAP Liability Form;**
    2. **Acquiring required documentation for chart (such as and not limited to: paystubs; tax return; etc);**
    3. **Providing client with copy of DPW MA application for completion and submission to DPW office;**
  - d. **Complete the Level of Care (LOC) assessment;**
  - e. **Complete the PCPC;**
  - f. **Complete the Non-Treatment Needs Case Coordination Form;**
  - g. **Ensure that the aforementioned becomes a permanent part of the client record and available for the YADAP site monitoring visit with the understanding that failure to produce said documents may result in forfeiture of funding payments to date and/or stop payment of funding.**
- II. **Upon approaching the six (6) months of outpatient treatment**, the contracted provider **MUST**:
  - a. **Complete a Continued Stay PCPC to determine if continuation in the outpatient treatment level of care is warranted;**

- b. If Continued Stay PCPC indicates clinical necessity of continuation of outpatient services; the contracted outpatient provider is to compose a brief letter of rationale for continuation of said services;**
- c. A copy of the PCPC and the letter of rationale is to be submitted to the YADAP Case Management Specialist Supervisor for review;**
- d. Within five (5) business days, the YADAP Case Management Specialist Supervisor will provide a written response;**
- e. Upon receiving APPROVAL for a continued six (6) months of outpatient services A CLIENT LIABILITY MUST BE COMPLETED;**
- f. The aforementioned is to become a permanent part of the client record and made available for the YADAP site monitoring visit;**
- g. Failure to produce any of the aforementioned documents/information at the time of the site visit may result in the forfeiture of payments.**

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